



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
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FINAL FILING DATE: March 26, 2010

RE-ANNOUNCE

ORAL INTERVIEW: To Be Announced

DIRECTOR OF SAFETY AND PERFORMANCE IMPROVEMENT

Monthly Salary: \$9250 - \$11244

THE POSITION

The Health Services Department is offering an excellent career opportunity for the position of Director of Safety and Performance Improvement. The Department has one vacancy located at the Contra Costa Regional Medical Center in Martinez, CA.

The successful candidate will be responsible for maintaining a functional Quality Management Division through the design, implementation, and administration of quality management and outcome improvement principles. Additionally, this individual will direct the Safety and Performance Improvement Program that is designed to enhance the quality of patient care, patient safety, and patient outcomes; provide oversight and responsibility for licensing and accreditation process; and supervise subordinate staff.

Typical duties associated with this position include: managing and directing the daily operations and functions of the Division; participating in the development, implementation, and evaluation of the organization's continuous quality improvement initiatives and activities; developing goals and objectives for the Division; establishing and maintain a continuous and accountable process for measuring and improving the quality and appropriateness of patient care and services; and ensuring a safe patient environment and adherence to safety practices.

The employment list established as a result of this examination may remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in nursing, business administration or other healthcare related field.

Experience: Five (5) years of full-time (or its equivalent) experience performing duties related to continuous quality improvement and at least one (1) year must be at a supervisory or lead level.

Substitution: A Master's degree in one of the above noted fields may be substituted for two (2) years of qualifying experience. No substitution is permitted for the required supervisory or lead level experience.

OTHER REQUIREMENTS: Prior to employment, a background investigation/fingerprint exam will be conducted on all candidates.

SELECTION PROCESS

- 1. Application Filing:** Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed **Contra Costa County application and Supplemental Questionnaire** must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. An application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on "HOW TO APPLY" on the reverse side of this announcement.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate to select the best-qualified candidates for invitation to the oral interview.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: 2/16/2010 – MG/RW

Exam Number: VWFA-2009A

DIRECTOR OF SAFETY AND PERFORMANCE IMPROVEMENT

AN EQUAL OPPORTUNITY EMPLOYER

IT IS THE POLICY OF CONTRA COSTA COUNTY NOT TO DISCRIMINATE BECAUSE OF RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, MARITAL STATUS, SEX, AGE OR SEXUAL ORIENTATION

Director of Safety and Performance Improvement VWFA- 2009A
Supplemental Questionnaire

The purpose of this supplemental questionnaire is to provide applicants the opportunity to elaborate on their qualifications and to assist the Applications Screening and Evaluation Committee in assessing each applicant's qualifications.

Please answer the questions below. Place your name on each submitted sheet and attach your responses to your application. **DO NOT** answer any of the questions by indicating, "see attached resume". Your responses should be typed or neatly printed. Although you may submit a resume or additional information, such items may not be substituted for the information requested in this questionnaire. When answering narrative descriptions of your experience, please include the name of the employer, dates of employment and your title.

I understand that in order for my application to receive every consideration in the selection process, I must complete the following Supplemental Questions and provide concise but detailed answers. I understand these responses must match the information I provide in the Work Experience and Education sections of my application. I certify that all information that will be provided on this application and the Supplemental Questions is true to the best of my knowledge. I have read and understand the instructions stated above.

Candidate's Name _____ Date _____
Candidate's Signature _____

A completed supplemental questionnaire is required for this position. An application submitted without the supplemental questionnaire will be considered incomplete and will therefore be disqualified. Completed questionnaire can be faxed to 925-335-1797.

1. Describe your experience managing and directing the daily operations and functions of a quality improvement division for an acute care hospital.
2. Describe your experience establishing and monitoring continuous quality improvement processes for measuring the quality and safety of patient care and services.
3. Describe your experience monitoring, improving, and sustaining compliance in accordance with licensure, Joint Commission accreditation, Centers for Medicare and Medicaid Services Conditions of Participation, and State regulatory standards.